



California State Controller's Office
Local Government e-Claim (LGeC)



USER MANUAL

Table of Contents:

LGeC User Role:	3
Login	4
Change Password	5
The Home Page	6
The Claimant Information Page	7
Program List	8
Create a New Claim	10
Create an Estimated or Combined Estimated Claim.	10
Create a Reimbursement or Combined Reimbursement Claim	11
Filling out the Expense Description Data Field	13
Program 58 - Create an Estimated or Combined Estimated Claim.	14
Program 58 - Create a Reimbursement or Combined Reimbursement Claim	15
Edit an Existing Claim	18
View Claim as PDF	20
Submit Claim:	22
To Upload Claim via Web Service	24
FAQ/Help	26
Logout	27
Session Time Out	28

LGeC User Role:



This application has five user roles:

- Administration – is the Department of Accounting and Reporting (DAR) system administration. This role has the ability to add the user, reset user password, and enable or disable the user;
- Analyst – DAR user;
- Consultant – can prepare claims on behalf of a governmental entity. A consultant can work with different claimant IDs;
- Preparer – represents the governmental entity's staff and does not have signature and/or submittal rights. Each preparer can work with only one claimant ID;
- Submitter (Claimant Submitter) – represents the governmental entity with signature and/or submittal rights on claims. Each submitter can work with only one claimant ID and submit claim(s) for that claimant ID.

LGE C USER ROLES								
User Role	View Claim as PDF	Add/Edit Claim	Submit Claim	Can have multiple Claimant ID	View Claimant Info	Edit Claimant Info	Upload Claim	Add/Reset/Enable/Disable User
Admin	Yes	No	No	Yes	Yes	No	No	Yes
Analyst	Yes	No	No	Yes	Yes	No	No	No
Consultant	Yes	Yes	No	Yes	Yes	No	Yes	No
Preparer	Yes	Yes	No	No	Yes	No	Yes	No
Submitter	Yes	Yes	Yes	No	Yes	Yes	Yes	No


Assume that each user can only have one role. If additional roles are needed, he/she will get additional login usernames and passwords.

Login

The user will need to submit the user application to DAR to request access to this application. DAR will provide the user with a username and a temporary password.

The user opens the application, keys in a “Username” and “Password” and presses the “Login” button.

Upon the first successful login, the user will be required to change the password. Then after successfully changing the password, the system will take the user to the main page, called “Home”.



The screenshot shows the login interface for the California State Controller's Office Local Government E-Claim Application. At the top, there is a blue header with the state seal on the left and the text "California State Controller's Office" and "LOCAL GOVERNMENT E-CLAIM APPLICATION" on the right. Below the header is a yellow box titled "LOGIN TO LGEC APPLICATION". Inside this box, there is a paragraph of text stating that the system is for official government business only and that unauthorized access is prohibited. Below the text are two input fields: "User name:" and "Password:". A "Login" button is positioned below the password field. At the bottom of the yellow box, there are two links: "Forgot password, [click here](#)." and "New user, [click here](#).". The footer of the page is a dark blue bar with the text "© California State Controller's Office".

California State Controller's Office
LOCAL GOVERNMENT E-CLAIM APPLICATION

LOGIN TO LGEC APPLICATION

Please read the user statement below before logging in to the application.

This is a State of California, Office of the State Controller computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use of the computer system may subject violators to criminal, civil, and /or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized constitutes consent to these terms.

User name:

Password:

Login

Forgot password, [click here](#).
New user, [click here](#).

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Change Password

The user gets to this screen only on the first time login to the system.

The user enters the old password, and then creates a new password and keys it in to new password and confirms new password boxes. User presses submit button.

The system will then take user to the main page, called "Home".



The screenshot shows the 'Change Password' screen of the California State Controller's Office Local Government E-Claim Application. The header features the state seal and the application title. The main content area has a yellow background with a title bar. Below the title bar, a message explains the password change requirement. There are three input fields for 'Old password', 'New password', and 'Confirm new password', followed by a 'Submit' button. A link to the 'Login page' is provided at the bottom left. The footer contains the copyright notice.

Change Password

It is for security reasons that you are required to change your password upon the first successful login to the system. Please enter the new password in the box below.

Old password

New password

Confirm new password:

Go back to [Login page](#)

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The Home Page:

This is the main page, called "Home". The username, user role, and logout link will always be displayed in the upper right corner of the page.

Depending on the role of the user, some links on this page will be gray and other information will be hidden. The user will click on a link to begin.

- The links: "Create a new claim", "Edit an existing claim", "View claim as PDF", and "Submit claim", will all take the user to the same page, "Program List". User can perform any of those functions there;
- Submit claim link is only available for the submitter;
- The consultant is required to key in the claimant ID before he/she can begin working with a claim;

Enter the Claimant ID you want to work with:

The screenshot shows the home page of the California State Controller's Office Local Government E-Claim Application. At the top left is the official seal of the California State Controller. The header features the text "California State Controller's Office" in a large, elegant font, with "LOCAL GOVERNMENT E-CLAIM APPLICATION" in a smaller, bold font below it. In the top right corner, the user's name "Al Pacino (Submitter)" and a "Logout" link are displayed. A navigation bar with a gold background contains five tabs: "Home" (which is highlighted), "Claimant Info", "Claim", "Upload Claim File", and "FAQ_Help". Below the navigation bar, the page has a light yellow background. A section titled "Home" in bold text is followed by the instruction "Please make your selection from the following links." Below this, there is a list of links: "View or edit claimant info", "Working with claim:" (which is followed by a sub-list of "Create a new claim", "Edit an existing claim", "View claim as PDF", and "Submit claim"), "Upload claim file", and "View FAQ/Help". At the bottom of the page, a dark blue footer bar contains the copyright notice "© California State Controller's Office".

The Claimant Information Page

This page will be pre-loaded with claimant information upon opening.

The user with "Submitter" role can make changes to the contact information. After making the changes, click on the "Program List" link to continue.

The screenshot shows the 'Claimant Info' page of the California State Controller's Office Local Government E-Claim Application. The page has a blue header with the office's name and logo. A navigation bar includes links for Home, Claimant Info (active), Claim, Upload Claim File, and FAQ_Help. The main content area is titled 'Claimant Info' and contains a message for users with the 'Submitter' role. Below the message is a form with fields for Claimant ID/ Payee number, Claimant name, Contact name, Contact phone number, Contact phone extension, and Contact Email. A 'Program List' button is located to the right of the message. The footer contains the copyright notice for the California State Controller's Office.

California State Controller's Office
LOCAL GOVERNMENT E-CLAIM APPLICATION

Al Pacino (Submitter)
Logout

Home Claimant Info Claim Upload Claim File FAQ_Help

Claimant Info

User with "Submitter" role can make changes to the contact information. Click on "Program List" link to continue.

[Program List](#)

Claimant ID/ Payee number	S04040
Claimant name	GRIDLEY UNIFIED SCHOOL DIST
Contact name	Jim Carlow
Contact phone number	(209) 123-1231
Contact phone extension	11
Contact Email	jim@carrey.com

Required format (111) 111-1111

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Program List

A program list is the list of all programs for which claims can be filed. Depending on the current selected claimant ID, available programs are in the dropdown list.

Program list

For the Claimant ID, **S04040**, the programs for which claims can be filed are in the dropdown list. Please select a program to work on.

Please select a program

- Please select a program
- 58 - Scoliosis Screening
- 139 - Pupil Health Screenings
- 150 - Pupils Subject to Suspension or Expulsion
- 153 - Intradistrict Attendance

The user selects a program. The system displays options available for the selected program in a data-grid.

Program 150 : Pupils Subject to Suspension or Expulsion

Fiscal Year	Action	Last Modified	View Claim	Submit Claim
2004/2005	Submitted Reimbursement	6/22/2007 7:48:00 AM	View	Claim being processed for payment.
	Amended Reimbursement	7/12/2007 11:05:00 AM	View	Claim being processed for payment.
	Edit Amended Reimbursement Delete Claim	7/12/2007 3:36:26 PM	View	Submit Claim
2005/2006	Edit Estimated Delete Claim	7/12/2007 5:50:12 PM	View	Submit Claim
2006/2007	Create Estimated Create Reimbursement			

The display data includes:

- Fiscal Year
- Action
 - Create Estimated – create a new estimated claim;
 - Create Reimbursement – create a new reimbursement claim;
 - Edit Estimated - edit an existing estimated claim that had been created, but not yet submitted.

- Edit Reimbursement – edit an existing reimbursement claim that had been created, but not yet submitted;
- Amend with Blank Estimated – create an amended estimated claim, start with a blank claim;
- Amend with Blank Reimbursement – create an amended reimbursement claim, start with a blank claim;
- Amend Based on Last Submitted Claim – create an amended claim, with data of last submitted claim;
- Dual-File Estimated With Previous Year Reimbursement – create an estimated claim and tie it to the previous year's reimbursement claim. This option is available only when there is an existing reimbursement claim for the previous year that had been created and not yet submitted;
- Create Stand-Alone Estimated – create a new estimated claim. Same as “Create Estimated”. The word “Stand-alone” appears only when there is a Dual-File claim option next to it. The intention is to advise that the claim is separated and is not connected to any other claim;
- Dual-File Reimbursement With Next Year Estimated – create a reimbursement claim and tie it to the next year's estimated claim. This option is available only when there is an existing estimated claim for the next year that had been created and not yet submitted;
- Create Stand-Alone Reimbursement – create a new reimbursement claim. Same as “Create Reimbursement”. The word “Stand-Alone” appears only when there is a Dual-File claim option next to it. The intention is to advise that the claim is separated and is not connected to any other claim;
- Delete Claim – delete the current claim. A claim that had been submitted cannot be deleted.
- Last Modified – date and time stamp of the last time the claim had been modified;
- View Claim:
 - View – click on this link to view the claim in PDF;
 - Claim not valid – this text displays when the claim is not valid or incomplete.
- Submit Claim:
 - Submit Claim – click on this link to submit the claim;
 - Claim not valid – this text is displayed when the claim is not valid or incomplete;
 - Claim being processed for payment – this text is displayed after the claim is submitted.

Notes:

Last submitted claim will overwrite previously submitted and amended claims;

The user can create an amended reimbursement claim to overwrite previously submitted estimated claims.

Create a New Claim

There are two typical types of claim, estimated and reimbursement. The user can create a combined estimated or combined reimbursement for more than one district within a county.

Notes:

- A valid claim must have a total in excess of \$1,000 (\$1001 and up);
- A completed Reimbursement claim must have at least one activity cost and one expense item filled out;
- The option to view the claim is available after the above conditions are met.

Steps for creating these claims are as follows:

Create an Estimated or Combined Estimated Claim.

- Select "Claim" from the tab menu or " Create a new claim" from the "Home" page;
- Select a program from the program dropdown list. The system displays options available for the selected program in a data-grid;
- Select "Create Estimated" link. The system goes to another page;
- If this is a **combined** estimated claim, put a check mark in the combined checkbox;
- Click on "Estimated Claim" link to continue;
- If the claim amount is less than or equal to 110% of the prior year claim,
 - Select the "No" option;
 - Enter the estimated claim amount;
 - Click "Complete" to finish the filing.
- If the claim amount is more than 110% of the prior year claim,
 - Select the "Yes" option. The user is not allowed to key in "Estimated claim amount"
 - (system will calculate this amount);
 - Click on "Direct Cost" link. The system goes to the direct cost info page;
 - The user fills out the information below:

Indirect Cost Rate: %	<input style="width: 95%;" type="text"/>
Cost Reduction - Offset Savings: \$	<input style="width: 95%;" type="text"/>
Cost Reduction - Other Reimbursements: \$	<input style="width: 95%;" type="text"/>

	Salaries and Benefits	Materials and Supplies	Contract Services
Identifying Pupils	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Information Maintenance	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Notifying Teachers	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

- Click "Complete" to finish the filing.

Create a Reimbursement or Combined Reimbursement Claim

A valid completed reimbursement claim must have a total in excess of \$1,000, one activity cost, and one expense item.

Steps for creating reimbursement claim:

- Select “Claim” from the tab menu or “ Create a new claim” from the “Home” page;
- Select a program from the program dropdown list. The system display options available for the selected program in a data-grid;
- Select “Create Reimbursement” link. The system goes to another page;
- If this is a **combined** reimbursement claim, put a check mark in the combined checkbox;
- Click on “Reimbursable Summary” link to continue;
- On the next page, enter the following information:

Late Penalty: \$	<input type="text" value="0.00"/>
Prior Claim Received: \$	<input type="text" value="0.00"/>
Cost Reduction - Offset Savings: \$	<input type="text" value="0.00"/>
Cost Reduction - Other Reimbursements: \$	<input type="text" value="0.00"/>

- Click “Activity Cost” link;
- On activity cost page, enter the following information:

Reimbursable Component	Subclaimant Name	Dep't Name	Indirect Cost Rate %	Indirect Cost Base			
Identifying Pupils	GRIDLEY UNIFIED SCHOOL DIST	Department A	55.00 %	J-380	Edit	Delete	Expense Items
Information Maintenance	Test subclaimant A	Department B	87.00 %	J-580	Edit	Delete	Expense Items
Notifying Teachers	Test subclaimant B	Department C	10.00 %	Flat 10% Rate	Edit	Delete	Expense Items
<input type="text" value="Identifying Pupils"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="J-380"/>	Save		
Is Primary Claimant <input type="checkbox"/>							

- Reimbursable component – select from dropdown list;
- Sub-claimant name – available and required for **combined** reimbursement claim only;
- “Is Primary Claimant” checkbox – place a check mark in this box if the activity cost belongs to the primary claimant. (This option available for **combined** reimbursement claim only.);
- Department name – optional field;
- Indirect Cost Rate – required a value between 0 and 100;
- Indirect Cost Base;
- Click on “Save” link to save the activity cost that just created;
- The user can create all the activity costs first and then create their expense items or create one activity cost and its expense items before the next activity cost. To create more activity cost, refer to the above step;
- Click on “Expense Items” link of an activity cost to add expense items;
- On the expense item page, enter the following information:

Object Account	Description	Hourly Rate or Unit Cost	Hours Worked or Quantity		
Salaries and Benefits	Test expense item 1	\$44.00	25	Edit	Delete
Materials and Supplies	Test expense item 2	\$75.00	64	Edit	Delete
Salaries and Benefits ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save	

- Object account – select from the dropdown list;
- Description –(Employee Name, Job Classification, Functions Performs, and Description of Expenses) – required field;
- Hourly Rate or Unit Cost - required field;
- Hours Worked or Quantity - required field;
- Click on “Save” link to save the expense item.
- Repeat the above step for each additional expense item. To make changes to previously created expense item, click the “Edit” link, or click on the “Delete” link to delete an expense item. These steps are self-explanatory.
- To add expense items to another activity cost, click on “Activity Cost” link to go back to the activity cost list and select another one.
- After adding all reimbursable activities and expense items list, click “Claim Statistics” link to continue
- On claim statistic page, enter the following information:

(a) Number of pupils identified for the fiscal year (Refer to instructions)	<input type="text" value="0"/>
(b) Average daily attendance for the fiscal year	<input type="text" value="0"/>
(c) Number of times teachers were notified in the fiscal year(Refer to instructions)	<input type="text" value="0"/>
- Click “Complete” link to finish the filing
- The system display confirmation message as follows:

Complete Claim

You have successfully entered a claim.
 You may return to the program page to submit this claim for payment or edit other claims.

[Click here](#) to return to the program list.

Filling out the Expense Description Data Field

Note: Descriptions of expense item(s) are always entered after the “Employee Name” and Job Classification. First enter, as you normally would, your expense item(s).

- 1) Click on “Expense Items” link of an activity cost to add expense items.
- 2) On the expense item page, enter the following information:
 - Object account – select from the dropdown list;
 - **Description** – (Employee Name, Job Classification, Functions Performs, and Description of Expenses) – required field;
 - Hourly Rate or Unit Cost – required field;
 - Hours Worked or Quantity – required filed;
 - Click on “Save” link to save the expense item.
- 3) **When entering item in the Description field enter as follows:**
 - ❑ **If it is an individual Employee Name enter:**
 - Last Name, First Name / Job Classification
 - **Skip a space**
 - Enter a Description of Functions Performed.
 - ❑ **If it is a group of Employees with the same Functions Performed. (Refer to Figure 1)**
 - Enter the Functions Performed description on the last person in the group.
 - **Skip a space**
 - Enter a Description of Functions Performed.

The screenshot shows the 'Expense Items' page with a table of expense items. The table has columns for Object Account, Description, Hourly Rate or Unit Cost, Hours Worked or Quantity, and Edit/Delete links. The 'Description' column contains employee names and job classifications. A red circle highlights the entry for 'Richardo, Lucy / Principal'. Two arrows point from this entry to callout boxes below the screenshot.

Object Account	Description	Hourly Rate or Unit Cost	Hours Worked or Quantity	Edit	Delete
Salaries and Benefits	Denver, Bob / Principal	\$59.90	20	Edit	Delete
Salaries and Benefits	Murtz, Fred / Principal	\$60.00	17	Edit	Delete
Salaries and Benefits	Richardo, Lucy / Principal	62.89	12	Update	Cancel
Salaries and Benefits	Costs to identify pupils from			Save	

After entering employee name, skip space and enter the **Function Performed** description.

Figure 1

Group of employees performing the same functions.

By following these simple steps, the Function Performed Descriptions are easily readable when the data is rendered on the PDF claim. (Figure 2)

(07) Reimbursable Component: Check only one box per form to identify the component being claimed.					
<input checked="" type="radio"/> Identifying Pupils <input type="radio"/> Information Maintenance <input type="radio"/> Notifying Teachers					
(08) Description of Expenses: Complete columns (a) through (f).			Object Accounts		
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries and Benefits	(e) Materials and Supplies	(f) Contracted Services
Denver, Bob / Principal	\$59.90	20	\$1,198.00		
Murtz, Fred / Principal	\$60.00	17	\$1,020.00		
Richardo, Lucy / Principal	\$62.89	12	\$754.68		
Costs to identify pupils from records received from law enforcement agencies.					

Figure 2 (PDF Form 2)

Function Performed description.

Group of employees performing the same functions.

Program 58 - Create an Estimated or Combined Estimated Claim.

- Select "Claim" from the tab menu or "Create a new claim" from the "Home" page.
- Select "Program 58 - Scoliosis Screening" from the program list dropdown. The system will display options available for program 58 in a data-grid.
- Select "Create Estimated" link. The system moves to another page.
- If this is a **combined** estimated claim, put a check in the combined checkbox

- Click on “Estimated Claim” link to continue
 - If the claim has an amount less than or equal to 110% of the prior year's claim:
 - Select the “No” option;
 - Enter the estimated claim amount;
 - Click “Complete” to finish the filing.
 - If the claim has the amount more than 110% of the prior year claim:
 - Select the “Yes” option. The user is not allowed to key in “Estimated claim amount” (system will calculate this amount);
 - Click on “Claim Statistic” link;
 - On claim statistic page, enter the following information:

(a) Number of students screened	0
(b) Number of students rescreened	0
(c) Number of students referred to medical care	0
 - Then click on the “Direct Costs” link. The system goes to direct cost info page
 - The user will fill out the below information:

Indirect Cost Rate: %	0
Cost Reduction - Offset Savings: \$	0
Cost Reduction - Other Reimbursements: \$	0
- | | Salaries and Benefits | Materials and Supplies | Contract Services |
|-------------------------|-----------------------|------------------------|-------------------|
| Identifying Pupils | 0 | 0 | 0 |
| Information Maintenance | 0 | 0 | 0 |
| Notifying Teachers | 0 | 0 | 0 |
- Click “Complete” to finish the filing.

Program 58 - Create a Reimbursement or Combined Reimbursement Claim

Steps for creating reimbursement claim:

- Select “Claim” from the tab menu or “ Create a new claim” from the “Home” page;
- Select “Program 58 - Scoliosis Screening” from the program list dropdown. System display options available for program 58 in a data-grid;
- Select “Create Reimbursement” link. System goes to another page;
- If this is a **combined** claim, put a check in the combined checkbox;
- Click on “Reimbursable Summary” link to continue.
- On the next page, enter the following information

Late Penalty: \$	<input type="text" value="0.00"/>
Prior Claim Received: \$	<input type="text" value="0.00"/>
Cost Reduction - Offset Savings: \$	<input type="text" value="0.00"/>
Cost Reduction - Other Reimbursements: \$	<input type="text" value="0.00"/>

- Then click on “Costs” link. The system will take you to the cost page
- Enter the following information

Subclaimant Name	Dep't Name	Unit Cost		Actual Cost			
COMPTON COMM COL DIST	Department 1	\$0.00	Edit Unit Cost	(\$99.00)	Edit Actual Cost	Edit	Delete
Test subclaimant 2	Department 2	\$0.00	Edit Unit Cost	(\$99.00)	Edit Actual Cost	Edit	Delete
Test subclaimant 3	Department 3	\$0.00	Edit Unit Cost	(\$99.00)	Edit Actual Cost	Edit	Delete
<input type="text"/>	<input type="text"/>					Save	
Is Primary Claimant <input type="checkbox"/>							

- Sub-Claimant Name – available and required for **combined** reimbursement claim only;
- “Is Primary Claimant” checkbox – place a check mark in this box if the activity cost belongs to the primary claimant. (This option available for **combined** reimbursement claim only.);
- Department Name – (optional field) can set up cost components by department.
- Click on “Save” link to save the cost that was just created.
- If not filing combined claim or creating cost components by department, click on “Save” link to start. At the point the user has the option of selecting the “Edit Unit Cost” link and/or the “Edit Actual Cost” link to complete the cost information.
- Click on “Edit Unit Cost” link to add unit cost to a cost.
- On the unit cost page, enter the following information:
 - (a) Number of students screened
 - (b) Number of students rescreened
 - (c) Number of students referred to medical care
- Then click “Costs” link to go back to the cost page.
- Click on “Edit Actual Cost” link to add list of actual costs to a cost
- On the actual cost page, enter the following information:

Reimbursable Component	Indirect Cost Rate %	Indirect Cost Base			
Parent Notification	55.00 %	J-380	Edit	Delete	Expense Items
Parent Notification	67.00 %	J-380	Edit	Delete	Expense Items
<input type="text" value="Parent Notification"/>	<input type="text"/>	<input type="text" value="J-380"/>	Save		

- Reimbursable Component – select a value from the dropdown list;
- Indirect Cost Rate – enter a value between 0 and 100;
- Indirect Cost Base – select a value from the dropdown list;
- Click on “Save” link to save the actual cost record.
- User can create all the actual costs first and then create their expense item list, or finish an actual cost and its expense item list before creating to the next actual cost. To create more actual cost records, refer to the above step.
- Click on “Expense Items” link of an actual cost to add its expense items

- On the expense item page, enter the following information:

Object Account	Description	Hourly Rate or Unit Cost	Hours Worked or Quantity		
Salaries and Benefits	Test expense item 1	\$44.00	25	Edit	Delete
Materials and Supplies	Test expense item 2	\$75.00	64	Edit	Delete
Salaries and Benefits ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save	

- Object account – select from the dropdown list;
 - Description – required field;
 - Hourly Rate or Unit Cost - required field;
 - Hours Worked or Quantity - required field;
 - Click on “Save” link to save the expense item.
- Repeat the above step for each additional expense item. If you need to make changes to the previously created expense item, click the “Edit” link, or click on the “Delete” link if needed to delete an expense item. These steps are self-explanatory.
- After adding all the cost records, its unit and actual cost list, and expense item list, click on the “Complete” link to finish the filing.
- The system will display a confirmation message as follows:

Complete Claim

You have successfully entered a claim.
 You may return to the program page to submit this claim for payment or edit other claims.

[Click here](#) to return to the program list.

Edit an Existing Claim:

The user can only make changes to the claim that is not yet submitted. If the claim is already submitted, the user will create an Amended Claim to supersede the submitted claim. The user can create as many amended claims as needed, but only the latest submitted one will be processed.

- When the claim is not yet submitted, the user can click on “Edit Estimated” or “Edit Reimbursement” link to edit the claim.
- When the claim is already submitted, the user will create an “Amend Reimbursement” or “Amend Estimated” to over-write the previous submitted claim.
- See [Program List](#) category for list of actions that can be done to a claim.

California State Controller's Office
LOCAL GOVERNMENT E-CLAIM APPLICATION

David Lateano (Submitter) [Logout](#)

[Home](#) [Claimant Info](#) [Claim](#) [Upload Claim File](#) [FAQ_Help](#)

Program list

For the Claimant ID, **s19100**, the programs for which claims can be filed are in the dropdown list. Please select a program from the list to work on.

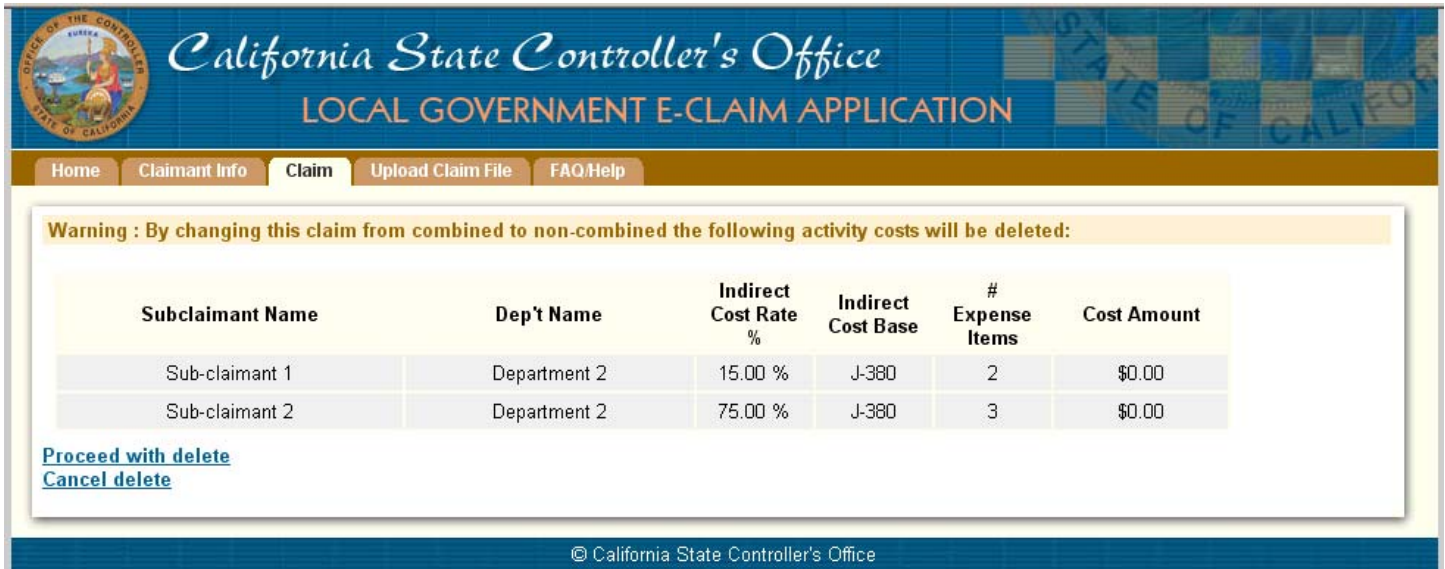
150 - Pupils Subject to Suspension or Expulsion

Program 150 : Pupils Subject to Suspension or Expulsion

Fiscal Year	Action	Last Modified	View Claim	Submit Claim
2004/2005	Submitted Reimbursement	8/27/2007 11:31:00 AM	View	Claim being processed for payment.
	Edit Amended Reimbursement Delete Claim	8/28/2007 10:29:19 AM	View	Submit Claim
2005/2006	Create Estimated Create Reimbursement			
2006/2007	Create Estimated Create Reimbursement			

Steps to create and edit a claim are similar. Here are a few things that are needed to be aware of:

- If the user changes an “Estimated Claim” with a claim amount greater than 110% of the prior year to “Estimated Claim” with the claim amount less than, or equal to 110% of prior year, all its “Direct Cost” information will be deleted;
- If the user changes a “Combined Reimbursement Claim” to “Reimbursement Claim”, only the info of the primary claimant is kept, all sub-claimants information will be deleted.



California State Controller's Office
LOCAL GOVERNMENT E-CLAIM APPLICATION

Home Claimant Info **Claim** Upload Claim File FAQ/Help

Warning : By changing this claim from combined to non-combined the following activity costs will be deleted:

Subclaimant Name	Dep't Name	Indirect Cost Rate %	Indirect Cost Base	# Expense Items	Cost Amount
Sub-claimant 1	Department 2	15.00 %	J-380	2	\$0.00
Sub-claimant 2	Department 2	75.00 %	J-380	3	\$0.00

[Proceed with delete](#)
[Cancel delete](#)

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View Claim as PDF

User can view claim as PDF when it is valid and completed.

- A valid claim must have a total in excess of \$1,000 or a minimum of \$1,001.
- A completed Reimbursement claim must have at least one activity cost and one expense item.

Steps to view a claim in PDF

- Select "Claim" from the tab menu or "View Claim as PDF" from the "Home" page.
- Select a program from the program list dropdown. The system displays options available for the program in a data-grid.
- Click on "View" link of a claim to view it in PDF format.

California State Controller's Office
LOCAL GOVERNMENT E-CLAIM APPLICATION

David Lateano (Submitter) [Logout](#)

[Home](#) [Claimant Info](#) [Claim](#) [Upload Claim File](#) [FAQ_Help](#)

Program list

For the Claimant ID, **s19100**, the programs for which claims can be filed are in the dropdown list. Please select a program from the list to work on.

150 - Pupils Subject to Suspension or Expulsion

Program 150 : Pupils Subject to Suspension or Expulsion

Fiscal Year	Action	Last Modified	View Claim	Submit Claim
2004/2005	Submitted Reimbursement	8/27/2007 11:31:00 AM	View	Claim being processed for payment.
	Edit Amended Reimbursement Delete Claim	8/28/2007 10:29:19 AM	View	Submit Claim
2005/2006	Create Estimated Reimbursement			
2006/2007	Create Estimated Reimbursement			

The following is a display of a claim in PDF in the same browser. User can set the claim to be displayed in the same browser or in a new browser.

Here are steps to set the PDF document to open in the same window or in a new window:

- Under Edit menu of Acrobat Reader or Adobe Acrobat Professional, select Preferences;
- Select Internet from the Category box;
- Then in the Web Browser Options, place a check in "Display PDF in Browser" checkbox to have the PDF open in the same window; otherwise it will open in a new window.

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LOCAL GOVERNMENT E-CLAIM APPLICATION

Home Claimant Info **Claim** Upload Claim File FAQ/Help

View claim as PDF

Go Back

Save a Copy Search Select 112% Sign

State Controller's Office **School Mandated Cost Manual**

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 NOTIFICATION TO TEACHERS: PUPILS SUBJECT TO SUSPENSION OR EXPULSION		For State Controller Use Only (19) Program Number 00150 (20) Date Filed 03/29/2007 (21) LRS Input	PROGRAM 150
(01) Claimant Identification Number S04040		Reimbursement Claim Data	
(02) Claimant Name GRIDLEY UNIFIED SCHOOL DIST		(22) FORM-1, (03)(a)	
Address BUTTE COUNTY		(23) FORM-1, (03)(b)	
429 MAGNOLIA STREET		(24) FORM-1, (03)(c)	
GRIDLEY CA 95948		(25) FORM-1, (04)(1)(d)	
Type of Claim	Estimated Claim	Reimbursement Claim	(26) FORM-1, (04)(2)(d)
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input type="checkbox"/>	(27) FORM-1, (04)(3)(d)
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(28) FORM-1, (06)

Submit Claim:

Assume the user already selected a program and all the claims belonging to the selected program are listed. Claims available to be submitted will have a "Submit Claim" link. (See below pictures).

Steps to submit a claim:

- User clicks on the "Submit Claim" link;
- User re-enters username and password then click the "Submit Claim(s)" button;
- System accepts the claim submission and displays a confirmation page.

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LOCAL GOVERNMENT E-CLAIM APPLICATION

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[Home](#) [Claimant Info](#) [Claim](#) [Upload Claim File](#) [FAQ Help](#)

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2005/2006	Create Estimated Reimbursement			
2006/2007	Create Estimated Reimbursement			

Enter username and password to submit a claim.



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LOCAL GOVERNMENT E-CLAIM APPLICATION

CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code Section 17561, I certify that I am the officer authorized by the school district to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

User name:
 Password:

[Return to Program List](#)

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The system displays confirmation after a claim was successfully submitted.



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LOCAL GOVERNMENT E-CLAIM APPLICATION

You have successfully submitted a claim for claimant S04040 at 7/12/2007 11:05:42 AM.

Program	Last Modified	Reimbursement		Estimated	
		Fiscal Year	Claim Amount	Fiscal Year	Claim Amount
150	7/12/2007 11:05:00 AM	2004/2005	\$81,088.75		

You may print out a copy of this screen as your receipt.

[Return to Program List](#)

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To Upload Claim via Web Service

Select “Upload Claim File” from the tab menu or “Upload Claim File” from the “Home” page.

The screenshot shows the 'LOCAL GOVERNMENT E-CLAIM APPLICATION' interface. At the top, there is a header with the California State Controller's Office logo and the name 'David Lateano (Submitter)' with a 'Logout' link. Below the header is a navigation bar with tabs: 'Home', 'Claimant Info', 'Claim', 'Upload Claim File', and 'FAQ_Help'. The 'Upload Claim File' tab is selected. The main content area is titled 'Upload Claim' and contains the following text: 'Use the "Browse" button to locate the file to be uploaded. The upload file must be a valid xml file. (See FAQ/Help for details on xml file.) After you have selected the file, click on the "Upload" button for the claim.' Below this, there is a text box for 'Claim file to be uploaded:' with a 'Browse...' button. Another text box for 'Upload status to be emailed to:' contains the email address 'dlateano@self.org' and a 'Load Email' button. At the bottom of the form is an 'Upload' button. The footer of the page reads '© California State Controller's Office'.

- Use the “Browse” button to select the claim file.
- The system will send the claim upload status to the email indicated there. If the user wants the upload status to be sent to a different email address, the user can overwrite that email box with a new email address.
- If the “Load Email button” is pressed, system will refresh the email address with the current one listed on file.
- Press “Upload” button to start uploading the claim file.
- The upload time is dependent on the file size of the file being uploaded. Once the upload process is completed, the system will display the upload status on the screen also and send a copy to the above email address.

The upload status will look similar to this:

File Upload Status Report

[Printer Friendly](#)

Pre-Processing Steps

(1) XML Format Check

Checks that file is well-formed, valid XML.

Completed Without Error

(2) Schema Validation

Checks that submitted file conforms to the published XML schema.

Completed Without Error


Claims Processing Status

Claim 1

Completed Without Error

Program Number	150
Preparer ID	dlateano
Claimant ID	S04040
Reimbursement FY	2004/2005
Estimated FY	2005/2006

FAQ/Help



California State Controller's Office
LOCAL GOVERNMENT E-CLAIM APPLICATION

David Lateano (Submitter)
[Logout](#)

[Home](#) [Claimant Info](#) [Claim](#) [Upload Claim File](#) [FAQ_Help](#)

FAQ/Help

What is Local Government E-Claim?

The Local Government Electronic Claim (LGeC) is a web application owned by the Department of Accounting and Reporting (DAR). The system enables claimants and consultants to file mandated cost claims using online entry form or upload claim files using the web service.

Who can use the Local Government E-Claim?

Special Districts, Cities, Counties, Schools, County Offices of Education, and Community Colleges.

How to get started?

- Print out the application form here and fill it out;
- Sign the form and mail it to DAR;
- DAR will then provide the applicant with a username and password.

Unable to view claim as PDF (Portable Document Format)?

In order to view a PDF file, you must have Acrobat Reader or Adobe Acrobat Professional installed. You may download the Acrobat Reader free of charge at: <http://www.adobe.com/products/acrobat/readstep2.html>

View or display PDF in the same browser

Below are steps to set the PDF document to open in the same window or in a new window.

- Under Edit menu of Acrobat Reader or Adobe Acrobat Professional, select Preferences...
- Select Internet from the Categories box
- Then in the Web Browser Options, place a check in "Display PDF in browser" checkbox to have the PDF open in the same window otherwise it will open in a new window.

Logout

Users can logout anytime by clicking on the logout link at the upper right side of the screen. The system will display a new window stating that the user has been successfully logged out (see below).



Session time out

If the application is left idle for 20 minutes, the application will disconnect from the server. User is required to re-login to continue using the application.

Session Time Out

Your session has timed out.

[Click Here](#) to log back to into the Local Government E-Claim application.